

29 OCT 1966

**MEMORANDUM FOR:** Chief, Career Training Program  
Office of Training

**THROUGH** : Executive Officer to the DD/S <sup>151V</sup>  
Special Planning Assistant to the DD/S

**SUBJECT** : Report on Interim Assignment

1. During the period 18 July through 21 October 1966, I was assigned to the Planning Staff, Office of the Deputy Director for Support. This unit has responsibility for staff support to the DD/S in planning, budget and financial matters, including implementation of planning, programming and budgeting systems and work reporting systems in the Support Directorate. In addition, this Staff, being one of several providing staff assistance to the DD/S, is called upon frequently for analyses, comments and recommendations on various papers, covering a wide range of subjects, requiring action by the DD/S.

2. During this period I was under the supervision of [ ]  
[ ] Deputy Special Planning Assistant, and, upon his appointment in September, [ ] Special Planning Assistant to the DD/S.

3. While assigned to this Staff, my duties included the preparation of the 1968 budget estimate for the Immediate Office of the DD/S, and assistance to [ ] in evaluating for the DD/S the budget estimates of all the Offices within the Support Directorate. This evaluation included a review of the Offices' budgets, identification of items which are likely to become issues during negotiations with the Bureau of the Budget, a review of the Offices' proposed Cost Reduction Programs, and compilation of a list of lesser priority items for the entire Support Directorate.

4. In addition, I participated in various studies and analyses in connection with papers forwarded to the DD/S for approval or other action. Included in these were such subjects as a recommendation by the Audit Staff that mileage reimbursement rates for official use of privately owned vehicles be revised; a request by an office for an increase in its authorization for positions at grades GS-14 and above; a request by an Office for an

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increase in its average GS grade limitation; comments and recommendations on a draft revision of a Bureau of the Budget regulatory issuance; and preparation of weather emergency plans.

5. From the end of September on, considerable staff effort was devoted to implementing and/or responding to White House and Bureau of the Budget directives regarding Government economy and anti-inflationary measures. These included restrictions on the payment of overtime, restricted employment ceilings, and deferral of procurement actions.

6. I feel that this assignment was educational and challenging, and believe that I gained considerable insight into the methods of top level management of the Support Services. I found it extremely interesting and enlightening to observe the process by which decisions are made and policies implemented at the Deputy Directorate level. It was particularly interesting to me to observe the degree and effectiveness with which the DD/S uses staff work in his management of the Support Services.

7. Because of my past assignment in the Office of Planning, Programming and Budgeting, I carried with me some knowledge and experience in the budget and financial management fields which I was able to apply on this assignment. I feel that I was able to make at least a small contribution to the Staff and am pleased to have had the opportunity to do so.



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*W. J. Smith*